



Neighborhood and Community Engagement Commission

Agenda Item: 7B

Advisory Information

Title: **Task Force Reports – Policies and Procedures Manual**

☒ Action ☐ Discussion ☐ Informational

Date: September 24, 2013

Prepared By: Howard Blin, Community Engagement Manager

Attachments: Policies and Procedures Manual

Requested Action

Adopt the NCEC Policies and Procedures Manual.

Background

Action on the Manual was continued at the August meeting due to lack of time.

Discussion

In February 2013 the NCEC established the Policies and Procedures Task Force. This followed adoption of the new bylaws for the Commission. The purpose of the Task Force was to draft a manual of policies and procedures for operation of the Commission. Task Force members include Doron Clark, Ishmael Israel, Marcea Mariani, Kenya McKnight, Jeff Strand and former Commissioner Ken Brown.

The Task Force met on several occasions and completed work on the final draft of the manual on July 22nd. A copy of the manual is attached.